

## DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,  
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

**UNIT:** Legal Division – Los Angeles

**CLASSIFICATION:** Senior Fair Employment and Housing Counsel (Specialist)

**SALARY:** \$7682 - \$9478

**FINAL FILING DATE:** Until Filled

**DUTIES:** The Senior FEH Counsel (Specialist) class is distinguished from the FEH Counsel class by the level of difficulty of assignments given to incumbents and the expertise which the incumbents bring to these assignments. Incumbents work with broad discretion, prudence, and independence with a minimum of supervision and are expected to be expert in the most complex area of the law within a departmental legal program. Incumbents do not supervise lower level attorney staff, but may act in a lead capacity. Under the direct supervision of the Chief Counsel, the incumbent will perform the following duties: Perform the most complex, difficult, and sensitive civil and administrative litigation of discrimination cases alleging violations of the Fair Employment and Housing Act, Unruh Civil Rights Act, and Ralph Act. Preparation of formal discovery following administrative and civil procedure guidelines, i.e. interrogatories, motions, depositions, etc. Make determinations of cause in cases after eliciting information necessary to establish a violation of the FEHA and prepare accusations and/or civil complaints. Meet time frames as set forth by statutory requirement. Prepare for and attend motion hearings in civil and administrative forums. Conduct hearings, settlement conferences, and trials before the Fair Employment and Housing Commission and properly venued civil courts, including superior and appellate courts. Legal research and writing, as well as analysis of court and administrative decisions. Defend the Department and litigate cases in State Personnel Board hearings relating to personnel actions. Provide legal advice and opinions to the Director's Office and District Offices on specific legal issues. Professional interaction with public, opposing and co-counsels, and private and governmental agencies.

**DESIRABLE QUALIFICATIONS:** Civil and administrative litigation experience, ability to work well under time constraints, good case management skills, integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively. Ability to operate a computer and knowledge of Excel and MS Word software programs. Some travel is required to conduct official State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance.

**WHO SHOULD APPLY:** Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

**SEND COMPLETED STATE APPLICATION (STD 678) TO:**

Department of Fair Employment and Housing  
ATTN: Personnel Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758

(916) 478-7229  
TTY (800) 700-2320